



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 22-08**

MEMORANDUM

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**To:** School Health & Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Health & Nutrition Services

Lynn Ladd, NSLP Health Director  
Lee Renda, NSLP Nutrition Director  
School Health & Nutrition Programs

**Date:** April 23, 2008

**RE:** Food Program Permanent Service Agreement

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*Original Signed*

While the current Food Program Service Agreement was in effect through 2009, it is necessary for ADE to convert all agreements to a permanent document. The attached Food Program Permanent Service Agreement shall replace the existing 2005-2009 Agreement. **Prior to program approval, all sponsors will be required to submit two new original agreements to ADE.**

Two copies of the enclosed Food Program Permanent Service Agreement must be completed and signed by your governing board, or equal, prior to claiming meals for the 2008-2009 school year. The Food Program Permanent Service Agreement should be placed on your governing board's agenda as soon as possible to meet the completion deadline. **Please read through the entire Agreement thoroughly and carefully to ensure all updates have been reviewed prior to signature approval.**

- **Those sponsors with year-round sites, and those sponsors operating Summer Food Service Program sites must have a signed copy of the Food Program Permanent Service Agreement revised April 2008 on file with ADE prior to July 1, 2008.** Failure to comply will result in delay or loss of reimbursement monies.

- **If the Food Program Permanent Service Agreement revised April 2008 is not in place by July 1, 2008, ADE cannot reimburse for meals served between July 1, 2008 and the effective date of the Food Program Permanent Service Agreement.** Failure to comply will result in delay or loss of reimbursement monies.

**Please return two agreements with original signatures of the Food Program Permanent Service Agreement by Tuesday, June 15, 2008 to:** Arizona Department of Education, National School Lunch Program, Attn: Food Program Permanent Service Agreement, 1535 W. Jefferson St., Bin #7, Phoenix, Arizona 85007. If you have any questions about the Food Program Permanent Service Agreement, please contact your assigned specialist or (602) 542-8700.